College of the Canyons
SANTA CLARITA COMMUNITY COLLEGE DISTRICT

Announces an employment opportunity for

EOPS/CARE
COUNSELOR (60%)

Position Number:
ACA15-231

Tenure Track

Review Date: APRIL 21, 2016

POSITION DESCRIPTION
College of the Canyons is seeking a faculty leader in the area of EOPS/CARE Counseling. This is an 11-month professional, full-time tenure track beginning July 2016. The position may include a combination of Counseling teaching, as well as department, college, and community leadership functions. Assignment may include day, evening, and weekend duties at all District sites.

DUTIES OF THE POSITION
- Under the direction of the Dean, Student Services, will provide educational, career, and personal (when that assistance is related to the student’s education) counseling to students in all educational programs both on ground and online.
- Interprets tests for class placement recommendations and prerequisite challenges per matriculation guidelines.
- Conducts EOPS and CARE student orientations and other guidance-oriented group sessions as a means of acquainting students with the program’s and college’s opportunities, as well as other programs and services.
- Assists students in the development and documentation of a student educational plan (SEP). Provides follow-up counseling to review student progress for all EOPS and CARE students in general and for EOPS and CARE academic and progress probationary students in particular.
- Assists the Director with training of EOPS and CARE peer advisors.
- Participates in division activities, counselor staff meetings, and college committees.
- Performs articulation functions by facilitating course agreements with four-year universities and colleges.
• Participates in college relations, outreach, and recruitment for EOPS and CARE through active participation in secondary school programs, community events and through related activities.
• May choose to teach Counseling courses related to the assignment on an “overload” basis.
• Assists in carrying out the College Student Support & Services Program (SSSP) Plan.
• Maintains accurate records and files and prepares reports and other written materials related to work performed.
• Maintains office hours and participates in department, division and college committees and governance.
• Participates in and implements departmental and college program reviews.
• Participates in additional faculty responsibilities, including college decision-making activities related to professional and academic matters. The activities will occur both within the department as well as in the larger College setting.
• Perform other duties as assigned.

MINIMUM QUALIFICATIONS
(Must meet all three requirements)

1. Possession of an unexpired California Community College Counselor Credential; OR Master’s degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, career development.
   AND
2. Have completed a minimum of nine semester units of college coursework predominately relating to ethnic minorities or persons handicapped by language, social, economic disadvantages; OR Have completed six semester units or the equivalent of a college-level counseling practicum or counseling fieldwork courses in a community college EOPS program, or in a program dealing predominately with ethnic minorities or persons handicapped by language social or economic disadvantages.

3. In addition, an EOPS counselor shall have two years of occupational experience in work related to ethnic minorities or persons handicapped by language, social or economic disadvantages.

*Note to current adjunct COC instructors in the discipline: If you were qualified and hired under the previous set of equivalencies, you may still qualify for this position. Please contact Human Resources.

Required Licenses/Certifications: None.

DESIRABLE KNOWLEDGE, SKILLS, EXPERIENCES AND ABILITIES

• Work in concert with program, guidance and college staff to fulfill EOPS/CARE departmental goals and serve EOPS and CARE student needs.
• Interact and coordinate with feeder secondary schools and local community agencies on behalf of the College and EOPS/CARE.
• Plan, coordinate and implement guidance research studies, projects, and special events.
• Ability to plan, coordinate and implement Counseling projects and special events.
• Experience as a Counselor in higher education, preferably at a community college.
• Commitment to maintain currency in the discipline, including use of advanced technology required in the discipline.
• Experience with online counseling and online teaching and pedagogy is desired.
• Experience in counseling or teaching to a diverse student population.
• Strong commitment to professional growth and development, and to the continued innovation and improvement of successful counseling and teaching.
• Ability to work effectively with computers and other forms of advanced technology utilized in providing high quality Counseling and instruction and the understanding and successful use of learning technology.
• Willingness to facilitate and encourage student success by working to develop varied and innovative academic learning environments.
Ability and willingness to teach a wide range of classes as schedules and institutional commitments require.

Ability to communicate professionally and clearly with students and staff, both orally and in writing.

Demonstrated ability to establish and maintain positive and effective working relationships with on-campus groups (including students, faculty, administrators and staff), as well as, off-campus community and education partners.

In addition to being well qualified to be a Counselor and to teach in their respective disciplines, it is desirable that Counseling faculty have additional abilities and interests in contributing to other professional pursuits at the College, such as: Counseling and instructional innovation, second language ability, sponsoring clubs, new program development, student success initiatives and community or high school outreach.

Demonstrated sensitivity to, and understanding of, the diverse academic, socio-economic, cultural, ethnic and disability backgrounds of community college students.

**PROFESSIONAL ABILITIES**

- Success and commitment as a team player, including the ability to engage in cooperative problem solving;
- Success at initiating, executing and following up on projects, including the ability to set specific objectives and measure achieved results;
- A commitment to the mission and values of the community college;
- A positive attitude, including the ability to foster collegiality;
- Flexibility, including the acceptance of and willingness to change;
- Open-mindedness, including fairness and the ability to see multiple perspectives;
- The willingness to take risks and be innovative;
- A willingness to see complex tasks through to completion; and
- The willingness to accept responsibility for professional and personal growth.

**CONDITIONS OF EMPLOYMENT**

- Eleven-month position; anticipated starting date July 2016.
- Placement on the Academic Salary Schedule 1 depending on education and experience. Salary range $36,511.20-$58,060.80 annually (prorated for 60% and adjusted for 12 months).
- Part of the teaching assignment may be evenings and/or weekends at all District sites.
- The instructor will be expected to deliver instruction utilizing nontraditional delivery methods.
- An excellent benefit package including medical, vision, dental, life and Section 125 is offered.
- Proof of eligibility to work in the United States and signing of loyalty oath per government codes 3100-3109.
- Meeting applicable eligibility requirements under CalPERS or CalSTRS if you are a current or former member.
- Board of Trustees approval.
Official transcript must be submitted upon offer of employment.

Position is contingent upon funding and is subject to change.

Days, hours and salary may be prorated for the first year depending on the hire date.

PHYSICAL CHARACTERISTICS

Position requires sitting and viewing a computer monitor for extended periods of time plus frequent periods of standing and walking, which may include climbing staircases; dexterity of hands and fingers to operate a computer keyboard and related equipment; reaching, bending, kneeling, crawling and stooping; frequently exert 10-20 pounds of force to lift, carry, push, pull or otherwise move objects; hearing and speaking to communicate and provide information to others; vision to read printed material and computer monitor; handling and working with various materials and objects; and travel from site-to-site.

APPLICATION AND SELECTION PROCESS

Applicants are encouraged to complete their applications online. Please visit our website at http://www.canyons.edu/Offices/HumanResources. If you require assistance, please call the Human Resources office at (661)362-3427 or our TTY Line at (661)362-5178. Applicants may check the status of their application online and may expect to be notified within approximately 4 - 5 weeks following the Review Date as to the status of their application.

All application materials must be uploaded online or received in the Human Resources office by the end of the day on the review date in order to assure consideration for this position. Postmark is not acceptable for this purpose.

Separate application materials must be submitted for each position applied for. Materials submitted become property of the District and will not be returned, copied, or considered for other openings. The Human Resources office is located in the University Center, Suite 360 at 26455 Rockwell Canyon Road, Santa Clarita, CA, 91355.

The following application materials are required for your application to be complete. Incomplete applications will not be considered.

- A District Academic Application.
- Cover letter addressing how and why candidate meets the required and desired qualifications for this position.
- A detailed resume summarizing education and experience.
- At least three (3) current (within the last five years) letters of recommendation are required. Letters must be signed (no fancy font signatures) and dated. One formal, signed teaching evaluation (dated within the last five years) may be substituted in lieu of one letter of reference. Three (3) current letters of professional reference that clearly describe why you are a strong candidate/good fit for this specific position based on the job description, are preferred.
- College transcripts verifying educational degree(s) required for the position. Submit unofficial copies of transcripts for application purposes. Copies of college diplomas are not acceptable in lieu of transcripts. Please see our website for evaluation requirements for units and degrees earned at foreign institutions.
- Confidential Recruitment Source Information (Voluntary Survey).

Applicants are encouraged to apply online. If you need assistance with the application process, contact:

Human Resources Office
(661) 362-3427
TTY/TDD (661) 362-5178 or visit our website at www.canyons.edu/offices/humanresources

It is the applicant’s responsibility to ensure that all application materials are fully and correctly submitted. All materials submitted are for this position only and become the property of the District. Materials will not be returned, copied or considered for other openings. Resumes may not be submitted in lieu of the official application form.
The College is expecting to conduct initial interviews between the weeks of May 23, 2016 and May 30, 2016 and final interviews between the weeks of May 30, 2016 and June 6, 2016. This is a tentative schedule and is subject to change.

Notes:

- Hiring committees review all complete qualified application packets and select applicants for interview based on those who most closely meet the criteria listed in the job announcement. Possession of the minimum qualifications does not guarantee an interview.
- A teaching demonstration will be required for those candidates selected for an initial interview.
- Current COC employees who are applying for this position: Please be aware that materials from your personnel file are not included as part of the application file; therefore, please provide the same requested application materials as any other applicant.

Position is contingent upon funding. We reserve the right to withdraw, extend the filing date, reopen, or delay filling this position. Recruitment may continue until this position is filled.

COLLEGE OF THE CANYONS
26455 Rockwell Canyon Road, Santa Clarita 91355
www.canyons.edu
Innovative. Collaborative. Entrepreneurial. These characteristics not only define College of the Canyons, but also mark the faculty, staff, and administrators who make this college one of the most unique among the 113 California Community Colleges.

Established in 1969, College of the Canyons is among the fastest growing community colleges in the nation. It is widely recognized as a model community college for enhancing student access, success, and equity. In fact, its completion rates rank among the highest in the state. The college has also established a well-deserved reputation for bolstering economic development, and offering innovative career technical education responsive to industry needs.

Guided by visionary leadership, College of the Canyons serves the dynamic, growing Santa Clarita Valley and surrounding regions within a 367-square-mile area of northern Los Angeles County. A steady infusion of new residents and businesses creates a spirit of possibilities that inspires the college to be flexible, creative, and attuned to the evolving needs of the community. The growing diversity of the community is mirrored by the college, which qualifies as a Latino-serving institution.

The college’s influence in the community is best illustrated in the dozens of collaborative partnerships it has forged with local school districts, regional government entities, and service organizations. Thousands of children visit the college’s Performing Arts Center annually thanks to the K-12 Arts Education Outreach initiative. Together, the City of Santa Clarita and the college operate the WorkSource Center to bring job seekers together with employers. And, Academy of the Canyons, an early/middle college high school that is ranked among the top 10 percent of high schools in the nation, is housed on our Valencia Campus.

College of the Canyons is housed on two campuses – Valencia and Canyon Country. It features 62 degree and 71 certificate programs, along with 19 associate degree for transfer (AD-T) options. Classes are offered during traditional fall and spring semesters, as well as shorter, intensive summer and winter sessions. In addition, the University Center located on the Valencia Campus offers approximately 40 certificates and credentials, along with bachelor’s and master’s degrees, from partnering four-year colleges and universities.

Because of the college’s commitment to meeting the needs of the community, local voters have approved two bond measures valued at more than $240 million since 2001. The college also secures substantial funds from the state, and millions of dollars in grants each year that allow new, cutting-edge programs to be developed and facilities to be built to accommodate them. The college is designated as a Hispanic Serving Institution.

Given its commitment to growth and innovation, College of the Canyons sets a new standard for what a college can achieve. It is a vital cultural, educational and economic force in the region. Join us here, and you will discover unexpected opportunities, the freedom to innovate, and a chance to shape the future.

EQUAL EMPLOYMENT OPPORTUNITY:
The Santa Clarita Community College District does not discriminate on the basis of race, religious creed, color, ethnic or national origin, ancestry, citizenship status, uniformed service member status, physical disability, mental disability, medical condition, marital status, sex, pregnancy, age, sexual orientation, gender identity, or any other protected basis under the law.

Applicants who have disabilities may request that accommodations be made in order to complete the selection process by contacting the Human Resources office directly at (661) 362-3427.